

COLORADO EMPLOYEE ASSESSMENT TOOL

Attached is a spreadsheet that we are using for assessing each employee's knowledge, skills and abilities in their current positions. This assessment tool will help the employee and supervisor to determine training needs; formal training (National Employee Development Center (NEDC) Courses), informal training (on-the-job (OJT), Conference/training Workshops), out of Agency training (Certifications, USDA Graduate School, National Conferences).

Each employee is to assess his/her knowledge of their current position using the guidelines below to determine the level of knowledge they currently have for each task. This will also help the employee to determine what additional skills will be needed to possibly qualify for a grade increase or promotion to another position

The employee should then meet with their supervisor to go over the areas that the employee needs additional training.

The supervisor and employee will then agree and prioritize NEDC courses, OJT or other learning opportunities to determine what the employee will need to achieve to reach his/her goals.

Each supervisor will then send a list of requested employee's training needs for each employee including OJT, NEDC courses, workshops, or other training to their Area Conservationist (AC). The AC will then concur or deny and will send the completed list for their area to the State Training Officer.

Guidelines for determining knowledge, skills and abilities of current positions:

1. Awareness of the task. Has very little knowledge of the subject; however, is aware that this particular task exists.
2. Knowledge of task. The employee has knowledge of the subject matter. Knows how this task is used and would be able to explain the function of the task, but unable to perform the task completely.
3. Ability to complete the task with Supervision. Employee has complete knowledge and understanding of the task, however, needs supervision to be sure it is accurate and completed in a timely manner.
4. Ability to complete task without Supervision. Employee has complete knowledge and understanding of the task and does not need supervision to complete the task at a high level of accuracy and on time.
5. Knowledge to train others. Employee is a subject matter expert. Employee can complete task with 100% accuracy without supervision and could teach other employees how to do the task.
6. Does not apply to my current or future position.